**Instructions – Request to Reduce Tax Deductions at Source for the Clergy Residence Deduction**

**1. Complete all sections of form T1213 – Request to Reduce Tax Deductions at Source:**

* **At the very top of the page** – fill in the applicate tax year.
* **Identification** – complete this section
* **Request to reduce tax on** – check the “salary” box”
* **Deductions from income and non-refundable tax credits** – choose **Clergy residence** at the top of page 2. Include the amount in the $ column.
* **Certification** – sign and date the form at the bottom

**2. Attach completed T1223 form** (Clergy Residence Deduction):

* **Part A – Employee information** – complete this section
* **Part B** – **Conditions of employment** – to be completed by employer
* **Part C –** **Calculation of deduction** – complete this section

**3. Completed form:**

* Go to the Client Services website at [www.cra.gc.ca/tso](http://www.cra.gc.ca/tso) , or call 1-800-959-8281, and mail the completed package to the appropriate tax services office. This should be done by the middle of October as it takes up to 8 weeks to receive a response. When you receive the “Letter of Authority”, make sure you give it to payroll before the end of the year, otherwise tax will have to be deducted when pay is calculated.